



**TOWN OF WESTFORD  
SELECT BOARD**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557



**MEETING AGENDA**

Tuesday, May 11, 2021

7:00 PM

Meeting will be held virtually- instructions are below

1. 7:00 PM **Call to Order**
2. 7:00 PM **Pledge of Allegiance**
3. 7:02 PM **Open Forum/FAQ/Announcements**
4. 7:05 PM **Joint meeting with the Finance Committee to consider FY21 budget transfers**
5. 7:20 PM **Annual Town Meeting – June 12, 2021**
  - i. Consider reopening the warrant to add the following article:  
To see if the Town will vote to amend its vote under Article 16 of the June 20, 2020 Annual Town Meeting by adding three alternate members to the Affordable Housing Trust, in addition to the 11 regular members. The three alternate members and the 11 regular members shall be appointed for staggered terms of not more than two years; or to take any other action relative thereto
  - ii. Close the town meeting warrant
  - iii. Sign the warrant and take positions on the following warrant articles:

ARTICLE 2:	Approve Fiscal Year 2021 Budget Supplemental Appropriations	<i>Town Manager</i>
ARTICLE 3:	Approve Fiscal Year 2021 Budget Transfers	<i>Town Manager</i>
ARTICLE 4:	Appropriate for Perchlorate Expenses	<i>Town Manager</i>
ARTICLE 5:	Approve Fiscal Year 2021 Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 6:	Appropriate from Sale of Cemetery Lots Receipts Reserved for Cemetery Improvements	<i>Board of Cemetery Commissioners</i>
ARTICLE 7:	Approve Community Preservation Committee Recommendations	<i>Community Preservation Committee</i>
ARTICLE 8:	Amend the Wage and Classification Plan	<i>Town Manager</i>
ARTICLE 9:	Authorize Revolving Funds	<i>Town Manager</i>
ARTICLE 10:	Approve Fiscal Year 2022 Operating Budget	<i>Town Manager</i>
ARTICLE 11:	Approve Fiscal Year 2022 Capital Appropriations	<i>Capital Planning Committee</i>
ARTICLE 14:	Placeholder: Authorize Lease for Solar Panels on Highway Garage and Rita Miller School	<i>Select Board &amp; School Committee</i>
ARTICLE 15:	Placeholder: Approve PILOT Agreement for Solar Panel on Highway Garage and Rita Miller School	<i>Select Board &amp; School Committee</i>
ARTICLE 19:	Restrict Motorboats on Keyes Pond	<i>Citizens' Petition</i>
ARTICLE ##	To see if the Town will vote to amend its vote under Article 16 of the June 20, 2020 Annual Town Meeting by adding three alternate members to the Affordable Housing Trust, in addition to the 11 regular members. The three alternate members and the 11 regular members shall be appointed for staggered terms of not more than two years; or to take any other action relative thereto	<i>Select Board</i>

6. 7:50 PM **Discuss revising the Stormwater Management Utility Fee and Credit Policy which allows for a maximum reduction for one step, as follow up from resident Richard Paglia's (14 Preservation Way) request**
7. 8:15 PM **Old/New Business**
- i. Request from the Pedestrian Safety Committee to appoint Thomas Hinkle as a full member for a term expiring on June 30, 2022 – *Chris Barrett, Chair, Pedestrian Safety Committee*
  - ii. Request from the Clean Energy and Sustainability Committee to appoint Michael Joyce as a full member for a term expiring on June 30, 2023 – *Mike Berlinski, Chair, Clean Energy and Sustainability Committee*
  - iii. Request from the Town Manager to appoint Bob Jefferies to the Communications Advisory Committee as a full member for a term expiring on June 30, 2022
  - iv. Request from the Affordable Housing Trust to appoint full members for terms effective July 1, 2021 and expiring on June 30, 2023:
    - a. Matthew Brown
    - b. Edith Joachimpillai
    - c. Marianne Nelson
  - v. Request from the Affordable Housing Trust to appoint alternate members for terms effective July 1, 2021 and expiring on June 30, 2023, pending the approval of Town Meeting on June 12, 2021:
    - a. Thomas Laflamme
    - b. Meghan McCarthy
    - c. Ragi Ramachandran
8. 8:20 PM **Board Reports/Updates**
9. 8:25 PM **Minutes for Approval**  
For Release:
- April 8, 2021 – Joint meeting with the Finance Committee and School Committee
10. 8:30 PM **Town Manager's Report**
- i. Request to approve the release of a request for proposals for the disposition of 63 Main Street – *Eric Heideman, Assistant Town Manager*
  - ii. Request to designate a member of the Select Board to the Capital Planning Committee
  - iii. Request to designate a member of the Select Board to the Stormwater Fee Appeals Panel
  - iv. Request to accept gifts from Tom and Deloris Lynch, \$500 to the Police Department Gift Fund, \$500 to the Fire Department Gift Fund, and \$100 to the Animal Control Gift Fund
  - v. Request approval of the following:
    - a. Purchase Orders:
      1. American Ramp Company for skate park equipment at the Veterans of Foreign Wars Skate Park in the amount of \$35,103, as requested by the Parks Department

2. Process Distributors, Inc., for 4,800 pounds of Constant Chlor Plus Dry Chlorinator Briquettes in the amount of \$23,904, as requested by the Water Department

11. 8:35 PM **Correspondence**

12. 8:40 PM **Adjournment**

**Options available to access the Select Board meeting remotely:**

1. Register to watch the meeting through the GotoWebinar website at: <https://attendee.gotowebinar.com/register/6868337292018953229>. After registering, you will receive a confirmation email. There are basic instructions on how to use GoToWebinar available at: [www.youtube.com/watch?v=IQ3Xwwgbd8Y](http://www.youtube.com/watch?v=IQ3Xwwgbd8Y).
2. WCAT will be broadcasting the meeting live on channels 9 (Comcast) and 34 (Verizon). They also will be streaming the video online. Please see their website for more details: [www.westfordcat.org](http://www.westfordcat.org).

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact our office at 978-692-5501 extension 1 or email to [tmaa@westfordma.gov](mailto:tmaa@westfordma.gov).*

**Select Board  
Correspondence  
May 11, 2021**

**Incoming Correspondence:**

IC 01	4/22/21	National Grid Notification of Upcoming Sideling Vegetation Management Activities
IC 02	4/27/21	Notice of Lien Enforcement – 8 Coopers Way, Unit 20
IC 03	4/27/21	Westford Healthy Lakes and Ponds Collaborative Notification to Abutters of W Prescott Street
IC 04	5/03/21	MIIA FY22 Updated Renewal Terms and Conditions
IC 05	5/03/21	MIIA Notice of Change in Terms of Property Covered at Blanchard Middle School
IC 06	5/03/21	Northern Middlesex Council of Governments Request for Proposals for District Local Technical Assistance funds
IC 07	5/05/21	Notice of Public Health Excellence for Shared Services Grant Award
IC 08	5/07/21	Boott Hydropower, LLC Lowell Hydroelectric Project Final License Application